

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILPITAS
AMENDING THE CLASSIFICATION PLAN**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, which has been from time to time previously amended, and which is in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792, as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, reductions in staffing, transfer of duties, new job responsibilities, and adjustments to salary ranges.

NOW THEREFORE, the City Council of the City of Milpitas hereby finds, determines and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626, as amended, is hereby amended effective September 7, 2014, as follows:

Salary Range Realignment:

<u>Title</u>	<u>Current Range</u>	<u>Proposed Range</u>
Fire Chief	\$139,403 - \$205,813	\$139,403 - \$209,929
Assistant City Manager	\$139,403 - \$196,341	\$139,403 - \$219,901

Copies of the job descriptions for Fire Chief and Assistant City Manager are attached.

PASSED AND ADOPTED this ____ day of _____, 2014, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

CITY OF MILPITAS
Effective:
Revised: 2/05
EEOC: Admin
FLSA: Exempt
Unit: Management
Physical: 1

FIRE CHIEF

DEFINITION

To plan, organize, direct, and coordinate the activities of fire emergency response, fire prevention regulation and education, hazardous materials regulation and response, and supportive services; to provide highly responsible and technical staff assistance to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS

This is a management position responsible for administration of the Fire Department's operations. The incumbent works under the direction of the City Manager and exercises supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of policies, goals, objectives, and priorities.
- Plan, direct, coordinate, organize, and supervise the departmental operations of fire emergency response (including fire suppression; engine-based Advanced Life Support (ALS)/Basic Life Support (BLS) emergency medical services; rescue systems; confined space; hazardous materials; and mutual-aid), fire prevention (including life safety and hazardous materials inspection and permitting; fire protection engineering and plan check review; and public education), Office of Emergency Services (including readiness of the Emergency Operations Center; disaster preparedness training for City staff and Community members; disaster plan review and revisions; and oversight of grant management and requisite State and Federal preparedness and response documentation), and other related activities.
- Coordinate and direct the provision of departmental support services (including clerical, technical and records management systems; apparatus, station/facility and equipment maintenance programs; and mandated, in-service and specialized training requirements), maintain departmental efficiency and effectiveness.

CITY OF MILPITAS
Fire Chief

- Direct research of alternative approaches to fire protection.
- Formulate departmental rules, procedures, and policies and see that they are enforced.
- Respond to major fire alarms and personally direct fire suppression activities as necessary.
- Direct and participate in the preparation of a variety of technical and departmental activity reports and records.
- Direct and participate in the preparation and administration of the departmental annual budget.
- Respond to the most difficult complaints and requests for information.
- Direct preparation of fire protection plan.
- Recommend new ordinances related to fire protection and hazardous materials.
- Attend conferences to exchange information on fire protection and hazardous materials.
- Represent the City in relationships with the public, community groups, professional organizations and outside agencies.
- Coordinate Fire Department activities with other City departments and divisions and other government agencies.
- Select, supervise, train, and evaluate staff.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of modern fire prevention and suppression activities.
- Operation, maintenance, and uses of firefighting apparatus and equipment.
- Principles and practices of modern municipal fire departmental administration and personnel training.
- Principles and practices of organization, administration, budgeting, and personnel management.

CITY OF MILPITAS
Fire Chief

- Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to:

- Plan, direct, and organize fire prevention, suppression and support activities.
- Establish and maintain positive and effective working relationships with the City Council, City Staff, the public, other governmental agencies, and the media.
- Communicate effectively, both orally and in writing.
- Select, supervise, train, and evaluate subordinates.
- Formulate and administer sound departmental policy.
- Use office/business software.

EXPERIENCE AND EDUCATION:

Experience:

Twelve years of broad experience in all phases of municipal fire suppression and prevention work including five years in a responsible management capacity.

Education:

Bachelor's degree from an accredited college with major course work in fire science, public or business administration, management or related fields.

License or Certificate

Possess and maintain an appropriate, valid California Driver's License.

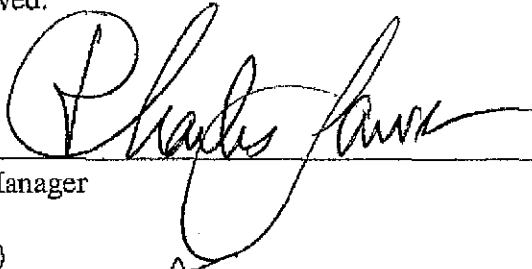
California State Chief Officer Certification, California State Fire Chief Certification, or National Fire Academy Executive Fire Officer Certification are desirable.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*

Ability to work in a standard office environment; repetitive keyboarding; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas; exposure to outdoor elements; extensive use of the telephone and radio; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; ability to work safely in a hazardous zone; exposure to hazardous chemicals and products.

CITY OF MILPITAS
Fire Chief

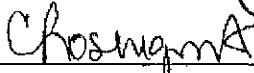
Approved:



City Manager

3/17/05

Date



Human Resources Director

CITY OF MILPITAS
Effective: February 1998
EEOC: Admin.
FLSA: Exempt
Unit: Exempt
Physical: 1

ASSISTANT CITY MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, and directs one or several major functional areas or departments. Provides policy guidance and coordinates the activities of assigned divisions, programs, and services. Administers selected major City projects as determined by the City Manager and provides direct administrative and analytical support to the City Manager. Acts as the City Manager in his or her absence.

DISTINGUISHING CHARACTERISTICS

The Assistant City Manager is assigned broad functional areas for which duties include overall responsibility for policy development, program planning, fiscal management, administration, and operations. It is distinguished from the City Manager in that the latter has full administrative responsibility for all City operations and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager; exercises direct and indirect supervision over professional, technical, and clerical staff within assigned divisions and/or functional areas.

EXAMPLES OF DUTIES

- Plans, organizes and directs, supervises, and evaluates the work of assigned staff through subordinate managers and supervisors.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for assigned areas.
- Provides staff assistance to the City Manager and City Council including the preparation of reports and completion of complex research and analysis.
- Administers selected major City projects as determined by the City Manager.
- Represents the City Manager with the public, other governmental agencies, and City departments as assigned. Acts as the City Manager in his/her absence.
- Performs other related duties as assigned.

ASSISTANT CITY MANAGER - Page 2

QUALIFICATIONS

Knowledge of:

- Principles, practices, and program areas related to assigned organizational and service areas.
- General executive management principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.
- Application of Federal, State, and local laws, regulations, ordinances and policies related to areas of responsibility.
- Funding sources impacting program and service development.
- Local government practices and administration.

Ability to:

- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Prepare and present clear and well-organized written and oral reports to City Manager, City Council, the public, and others as required.
- Establish and maintain effective working relationships with citizens, public and private organizations, boards and commissions, and City staff at all levels in the organization.
- Plan, manage, implement, and budget for projects; assessing progress and making appropriate corrections to keep projects on track.
- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others; leading and motivating assigned staff as well as others contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that likely would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

ASSISTANT CITY MANAGER - Page 3

Education:

Equivalent to graduation from a four-year accredited college or university with major course work Business Administration, Public Administration Political Science, or a closely related field. A related advanced degree is desirable.


Experience:

Five years of increasingly responsible administrative public sector experience in planning, land use, public works, recreation, community services and/or areas directly related to assignment which includes three years of supervising professional staff.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved:



Greg Larson, City Manager

May 13, 1998
Date